

Position Description
Financial Management Supervisor – Treasury Services

POSITION SUMMARY

This position supervises the Treasury Services section within the State Controller's Office. The position will be the primary subject matter expert for the State's banking services contracts. Also, the position will supervise the operations of several statewide programs including Electronic Lockbox Services, Central Federal Draw, and the Local Government Investment Pool.

This position will service as the primary subject matter expert for the state's banking services. This includes assisting the State Bureau of Procurement with the development of various Requests for Proposal for banking services. And, the position will help agencies transition to more standardized receipting processes, so that the remittance information can be electronically interfaced to the State's ERP system, PeopleSoft.

Also, this position supervises the State's electronic lockbox program, which is used to receive approximately 2 million credit/debit card and electronic-check payments across more than 50 state agency receipting applications. The position supervises the Central Federal Draw program used to request Federal grant funds on behalf of State agencies. And, the position supervises the Local Government Investment Pool program, which is used by more than 1,000 local governments in the State of Wisconsin for short-term investing.

This position is directly responsible for key treasury management policies and procedures used by all state agencies. This includes consulting with the State Bureau of Procurement, and the agencies on the Enterprise Banking Services Contract and the Enterprise PCI Qualified Security Assessor Contract.

<u>Time %</u>	<u>Goals and Worker Activities</u>
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30%	A. Establish and implement a plan for continually improving the efficiency of the State's receipting operations.
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| | <ol style="list-style-type: none">1. Establish criteria and guidance for state agencies to utilize the standard PeopleSoft Accounts Receivable billing applications.2. Meet with each agency that receives significant incoming payment volumes, and jointly develop a plan for moving to more standardized receipting applications that leverage the PeopleSoft system.3. Establish banking services with the enterprise bank to implement the agency receipting improvement plan. |
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20%	B. As the Subject Matter Expert, provide consulting on the State's banking services.
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| | <ol style="list-style-type: none">1. Provide consulting to the State Bureau of Procurement on the procurements for banking services. Develop Requests for Proposal for banking services contracts.2. Assist agencies with the preparation of requirements for banking services |
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procurements.

3. Approve the establishment of new applications within the existing banking contract services set.
4. Manage the Enterprise Banking Service Contract. Develop Service Level Agreements, and manage performance through score-cards and meetings with the large agency users.

20% C. Manage the Enterprise Electronic Lockbox program.

1. Consult with the agencies on e-payments, convenience fees and other online payment issues.
2. Assist with any electronic lockbox implementation problems that arise.
3. Supervise the enterprise PCI training and compliance.
4. Develop policies and procedures for the acceptance of electronic payments within state agencies.
5. Provide consulting to the State Bureau of Procurement on the enterprise procurement and resulting contracts for electronic payments.

10% D. Supervise the Federal Cash Management program.

1. Supervise the activities related to the consolidated federal cash draw process, used to request federal cash transfers on behalf of the agencies.
2. Review and approve the annual CMIA Treasury State Agreement, and the CMIA Annual Report.
3. Consult with the agencies on a variety of federal cash management and grant draw issues.
4. Develop new policies and procedures as necessary to continue to improve the efficiency of the State's federal draw process.

10% E. Supervise other functions within the Treasury Services Section.

1. Supervise the General Fund cash flow reporting, and the creation of all letters to the Legislature and the Chief Clerks. Respond to senior management inquiries on a variety of cash flow issues.

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2. Supervise the administration of the Local Government Investment Pool program.
3. Supervise the financial services billings to the State agencies.
4. Supervise the enterprise 1099-Misc and 1099-G reporting.

10% F. Other miscellaneous projects as assigned.

1. Respond to a variety of management requests for information.
2. Determine the effects of proposed legislation on cash flow and treasury management.

State of Wisconsin
Office of State Employment Relations
Division of Compensation and Labor Relations

Supervisor Exclusion Analysis

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Financial Management Supervisor
3. Department and Division: Administration - Executive Budget and Finance
4. Bureau, Section and Unit (or comparable): State Controller's Office - Treasury Services
5. Name and Classification of Supervisor: Jeff Anderson, Financial Manager
6. Name and Complete Civil Service Title of Former Incumbent (if any): Susan Royer, Accountant - Advanced

7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

(1) have the responsibility for directly supervising the activities of other classified employees?

YES ☒ NO ☐

(2) have the responsibility for supervising the activities of lower level supervisors?

YES ☐ NO ☒

(3) meet the definition statement and criteria?

YES ☒ NO ☐

- b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

Accountant Senior, Account Journey (2), Accountant

State of Wisconsin
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Division of Compensation and Labor Relations

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

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| 1) Supervisory functions (i.e. hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? | 10 |
| 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? | 50 |
| 3) Performance of other work activities <u>similar</u> to those of the employees supervised? | 20 |
| 4) Performance of other non-supervisory work activities <u>different</u> from those of the employees supervised (including program administration)? | 20 |

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%.

*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Amanda Schroeder, Accountant - Senior. Donna Rosenberry, Accountant - Journey. John Oppeneer, Accountant - Journey. Sarah Vance - Accountant.

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? YES ☒ NO ☐
(If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

Supervisor  Date 4/24/2015

Human Resources Representative _____ Date _____

To be completed by Incumbent (for filled positions):

- I agree with the preceding statements.
- I do not feel that the preceding statements are accurate for the reasons indicated below.
- No Comment _____

Employee Signature _____ Date _____

OSER-DCLR-84 (Rev. 02/2013)
Section 230.09 Wis. Stats

Compensation and Labor Relations
Issue Date: March 1998
Revised: February 2013

